

13. SW How to Link to a document from the Media Library

In this case I am linking to a our u3a's Data Protection Policy. It the same approach for any document, Newsletters, Constitution etc.

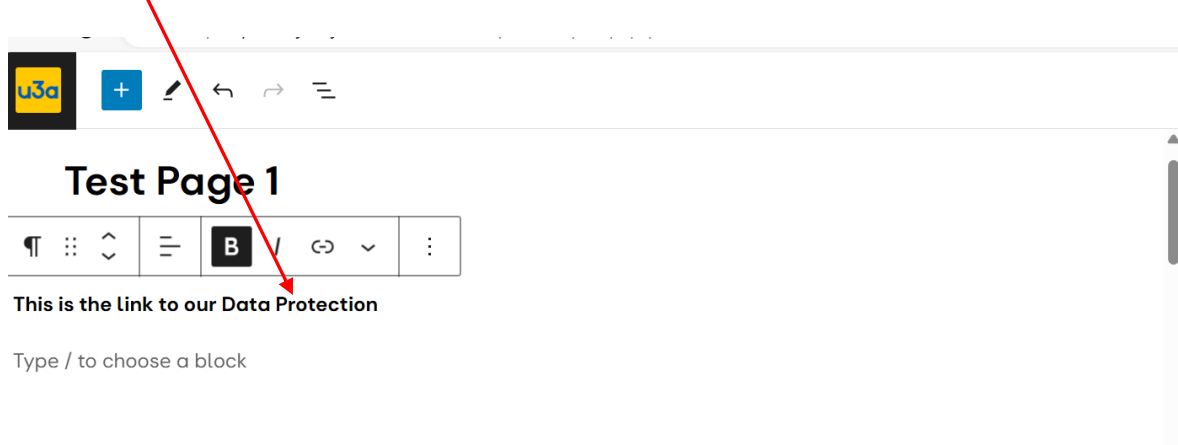
The document title is :

DataProtection Policy_PrestatynRhyIDistrict_u3a_2023

First of all upload the document you are linking to, to the Media Library, - **remember the title of the document.**

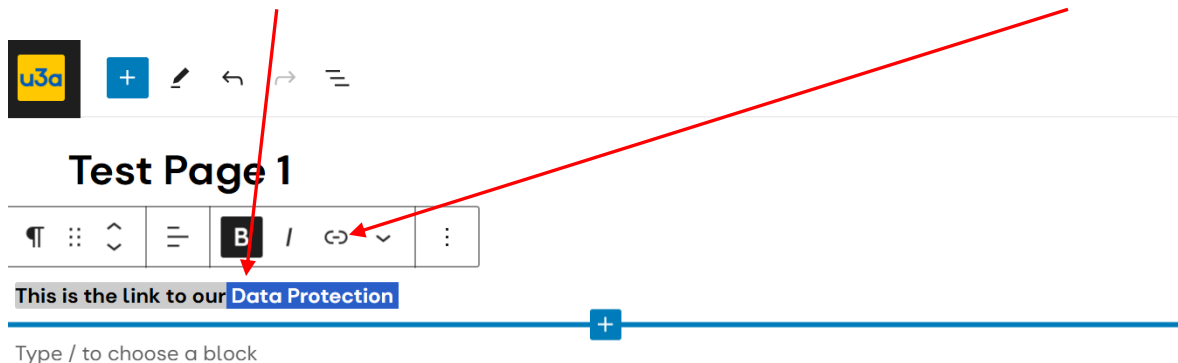
Screenshot 1

Go to the page you want to put the document link and type in what you want to call the document on the page, where you want to use the link. Here I have just called it Data Protection.



Screenshot 2

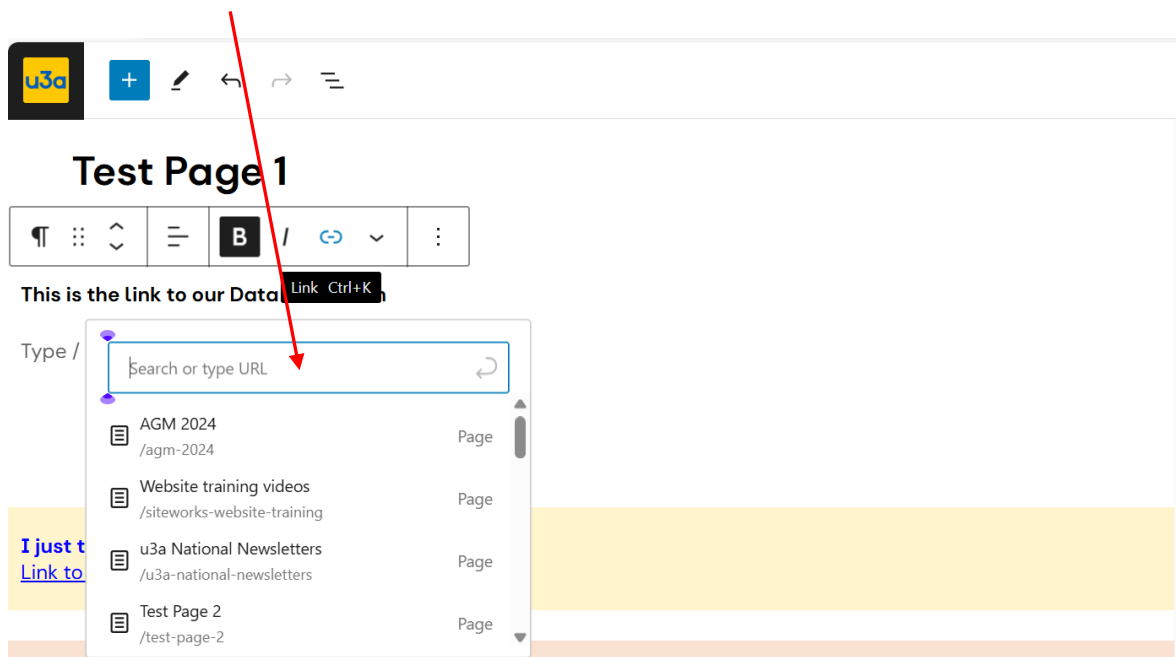
Next select the name of the document from the menu and then click the link icon.



Screenshot 3

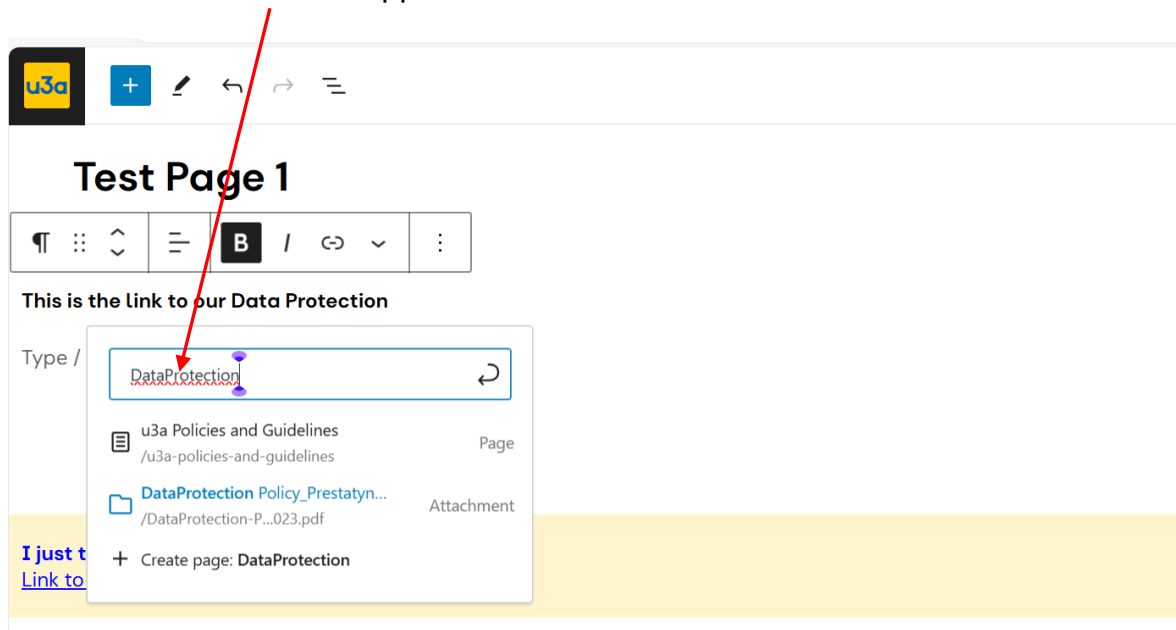
A dropdown menu opens. Search for the document by typing the document title in the *Search or Type URL* box. The title of the document should appear in the list.

Screenshots 3&4



Screenshot 4

The document name will appear in the list



Screenshot 5

Click on it and the link will be made.

The screenshot shows a web editor interface. At the top left is the 'u3a' logo. Below it is a toolbar with icons for adding, editing, undo, redo, and a menu. The main content area displays 'Test Page 1' followed by another toolbar containing a link icon, which is highlighted by a red arrow. Below this toolbar, the text 'This is the link to our Data Protection' is shown. A dropdown menu is open, displaying a globe icon, the text 'Data Protection', and the file path 'DataProtection-P...023.pdf'. To the left of the dropdown, the text 'Type / to choose a block' is visible.